

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Animal Control (1414)

511 West 3900 South  
Salt Lake City, UT 84123  
264-2243

## Records Officer

82697	Animal control activity reports
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**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82697

3

**TITLE:** Animal control activity reports

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These reports are compiled monthly to show activity of Animal Control operations. These reports include date, statistical information for each officer involved in stray dogs or cats picked up, other impounds, injured animals, dead animals, home or other quarantines, total animals handled, licenses sold, other activities, citations issued, warnings issued, service response calls, night response calls, and total miles patrolled. Also lists number of dogs, puppies, cats, kittens or other animals received, redeemed, sold, given away, destroyed, and total of animals on hand at first and end of each month.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82692

3

**TITLE:** Animal control citations

**DATES:** 1978-

**ARRANGEMENT:** alphabetical by owner's name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are citations given to dog owners for infractions of SLC Ordinance 100-1-1 thru 33, (i.e. not having a license, dog running at large, female in heat, no rabies vaccination, or having more than two dogs on premises). These citations include citation number, license number, owner's name and address, violation, ordinance number, date and time.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82694

3

**TITLE:** Animals for medical research records

**DATES:** 1972-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain information on all animals purchased by medical facilities for research purposes. These files include billing information, receipts for money received, correspondence, and log recording each transaction by date.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82696

3

**TITLE:** Complaint files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain complaints received by Animal Control. These files include date, time, initials of person taking complaint, name of complainant, address, telephone number, owner of animal, address, license number, details of complaint, information concerning victim bitten and biting animal.

**RETENTION:**

Retain 1 year or until resolution of litigation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

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Paper: Retain in Office for 1 year or until resolution of litigation and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82698

3

**TITLE:** Daily field reports

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These report forms are completed daily by each animal control officer. These reports include officer's name, time on and off duty, patrol time and area, day of week, vehicle number used, beginning and ending mileage, total of type of activity performed such as picking up stray dogs, quarantines, dead animals, and complainants called on location.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82700

3

**TITLE:** Dog license automated file

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated file shows all dogs licensed in Salt Lake City. This file includes owner's name, breed of dog, sex, color, expiration date of license, date of rabies vaccine, name of dog, indication if dog has been altered, license fee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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Computer data files: Retain in Office for 4 years and then delete.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then erase.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82691

3

**TITLE:** Dog license files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.10 cubic feet.

**DESCRIPTION:**

These files indicate dog license fees were paid. In 1983, this record was automated. These files include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, name of dog, indication if dog has been altered, license fee, when paid, etc.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.



**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 83173

3

**TITLE:** Dog registers

**DATES:** 1905-1911.

**ARRANGEMENT:** Numerical by certificate number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This register records the issuance of dog licenses. It contains the certificate number; name of owner and address; description of dog; dog's sex; color of dog; amount of tax; and month and date registered.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

Paper: For records beginning in 1905 through 1911. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Dog registers from the early statehood period have artifactual and evidentiary value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 83179

3

**TITLE:** Dog tax index

**DATES:** 1906-1909.

**ARRANGEMENT:** Alphabetical by surname of dog owner

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This was an index to dog tax books. Those volumes seemed not to have survived. The index lists the dog owner's name and page number. It was determined to have no historical value and was deaccessioned in 2006.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These indexes have no value. They should be destroyed.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82690

3

**TITLE:** Impound fee, board and sales cash receipts

**DATES:** 1982-

**ARRANGEMENT:** Numerical by receipt number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain the record of all money received for the board of animals, impound and sales. They are used for audit purposes. These files include receipt number, date, name received from, address, breed, color and sex of animal, whether spayed, date in and out, and fee amounts charged.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This retention is based on the standard three year audit period.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82699

3

**TITLE:** Master log

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are large books divided into two sections, one for dogs and one for other animals. They are used for reference and backup information. These books include date animal brought in, breed, sex, color, location picked up, name of officer picking up, and information concerning the animal's disposition.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82695

3

**TITLE:** Report master cards

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

These are cards completed for each animal brought into Animal Control facilities. These cards include date brought in, assigned pen number, page number entered in log, tag number, owner's name, address, and phone (if available); license number, location picked up, kind of animal, breed, sex, color, reason, and other information related to adoption or disposal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 05/1987

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

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**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82693

3

**TITLE:** Request for rabies examination

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain requests for rabies examinations. A request is sent to the Department of Health when a person is bitten by a dog and the dog did not have its rabies shots. The dog must be killed and the brain examined to determine whether the dog was rabid. These files include date received, date reported, lab number, person's name who was bitten, age, sex, phone number, address, patient information, bite information, physician's name, hospital, address, phone, and laboratory report.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 05/1987

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Animal Control

**SERIES:** 82693

**TITLE:** Request for rabies examination

(continued)